



SECRETARY ADMINISTRATIVE

Characteristics of Work

This is professional senior-level clerical work in which the incumbent functions as the principal clerical support to the executive director or chairperson of an agency, board, or commission, and, in some cases, to the subordinate staff of that director or chairperson, and exercises full authority in one or more of the following areas: (a) direct line supervision of two or more subordinate employees, (b) functional supervision of duties requiring a technical or professional knowledge of a specialized subject matter area, or (c) administrative support to the executive director or chairperson in implementing the directives of a board or commission. Work involves the application of established rules and procedures and decision-making that affects the quality, accuracy, or utility of results. The incumbent receives directions from the immediate supervisor, but normally operates within the framework of standard operating procedures and established guidelines. Contacts with persons within or outside the agency involves the exchange of routine, factual information as well as interpretation of information.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Organizes, designs and maintains filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents.

Composes correspondence to individuals requesting or in need of routine information or interpretation of standard procedures.

Locates and assembles information for reports, briefings, conferences and meetings.

Types non-technical and technical correspondence, reports, minutes and other similar documents.

Routes correspondence and other materials routinely in order to ensure timely distribution and appropriate action.

Screens incoming calls and visitors, referring each to the appropriate person or department.

Places local and long distance calls upon request to various officials, the news, and other parties; refers incoming telephone calls and visitors to the appropriate person or functional area.

Requests a variety of office equipment, supplies, publication materials, and maintenance

services as needed.

Coordinates the flow of clerical processes or the interface of a specialized function within the agency.

Makes arrangements for such things as travel, conferences, and meetings, maintaining a calendar of such events and notifying concerned parties of the date, time and location of such arrangements.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. These essential functions include, but are not limited to, the following.

1. Organizes and oversees maintenance of filing system.
2. Types non-technical and technical correspondence, reports, minutes and other similar documents requiring knowledge of spelling, punctuation and syntax sufficient to identify and correct grammatical errors, making independent decisions regarding format and arrangement.
3. Places local and long distance calls; receives visitors.
4. Evaluates and routes correspondence; coordinates follow-up on handling same.
5. Composes correspondence; locates and assembles information for various reports, briefings, meetings and conferences.
6. Maintains calendar for supervisor.
7. Coordinates flow of clerical processes within agency.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of vision: Ability to observe an area up or down/left or right while eyes are fixed on a given point.

Accommodation: Ability to bring an object into sharp focus.

Color vision: Ability to identify colors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

Two (2) years of study at an accredited two-year or four-year college or university.

AND

Experience:

Three (3) years experience performing work related to the above described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Five (5) years experience performing work related to the above described duties.

Substitution Statement:

Related education and related experience may substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.